



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR

6 April 2001

MEMORANDUM FOR SEE DISTRIBUTION:

SUBJECT: Contracting Information Letter 01-18, Continued Implementation of Section 343 of the FY2000 Department of Defense Authorization Act (Public Law 106-65), and On-going Requirements in 10 U.S.C. 2461(g)

1. References:

- a. E-mail from Acting PARC, dated Thursday, 5 April 01, SAB.
 - b. The memorandum, Contractor Manpower Reporting Requirements, attached to the e-mail in reference a (enclosure 1).
 - c. The memorandum from DAMO-FMZ, subject: Contractor Manpower Reporting Requirement, attached to the e-mail in reference a(enclosure 2).
2. As stated in the 5 April 2001 e-mail from the Acting PARC, contracting officers will continue their involvement in the Contractor Manpower Equivalent reporting requirement. Though the report date to Congress has passed, the Army leadership must now use the CME information to complete Command Plan FY03, lock the Force, and prepare the Total Army Analyst database. The CME information to support this process may impact your monetary resources.
3. The DD 350 data-base will be basis for reconciliation and identification of contractors who are not in compliance with the interim rule. The established cutoff date for information collection is 15 May 2001.
4. The FORSCOM actions officers responsible for this action are Brenda Good Miller, DSN 367-6224 or e-mail: goodmilb@forscom.army.mil and Nancy Ware, DSN 367-5559 or e-mail: warenancy@forscom.army.mil.

TONI M. GAINES
Acting Chief, Contracting Division, DCSLOG
Acting Principal Assistant Responsible
for Contracting

2 Encls
as

AFLG-PR

SUBJECT: Army Implementation of Section 343 of the FY2000 Department of Defense Authorization Act (Public Law 106-65), and On-going Requirements in 10 U.S.C. 2461(g)

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Good Miller, Brenda A. - DCSLOG

From: Gaines, Toni - DCSLOG
Sent: Thursday, April 05, 2001 15:16
To: Blixt Carole (E-mail); Cruz Marcia (E-mail); Ferguson, Bruce (E-mail); Friedl, Lucy (E-mail); Heckmann Carl (E-mail); Jim Edwards (E-mail); Kandul Steven S. (E-mail); Kastberg Marvin (E-mail); Kendrick Robert LTC (E-mail); Perry Collen (E-mail); Slagle George LTC (E-mail); Sommer Kevin (E-mail); Timothy Tweed; Warfel Walter (E-mail); Wisdom Richard T. (E-mail)
Cc: Rucco, Vicky - DCSLOG; Good Miller, Brenda A. - DCSLOG; Lowman, Carol - DCSLOG
Subject: FW: Contractor Manpower Reporting Rules (32CFR668 and AFARS Subpart 4.9)

DOCs,

First, let me take this opportunity to thank you for your efforts in complying with this labor intensive tasker.

Dr. Oscar tried to extricate us but it looks as if we are still in the CME reporting business. The latest guidance is that we continue to ensure that the requirement for contractors to report the information is a deliverable specified by their contracts. As stated in the attachments below, we have a new interim deadline of 15 May 01 to meet. This is the DA cutoff date for CME accounting based on actions to complete Command Plan FY03, lock the Force and prepare the TAA database. Meeting the 15 May 01 deadline does not mean that the reporting requirement will come to an end. The reporting requirement is presently scheduled to continue through FY03.

We ask that you diligently continue to support this requirement.



REVISED - CME
MEMO FOR CROALL



document.pdf

-----Original Message-----

From: Croall, Stephen - USAFMSA [mailto:croall@HQDA.ARMY.MIL]
Sent: Wednesday, April 04, 2001 5:48 PM
To: PARC; 'Arledge, Joe'; Carty, Robert M Mr DAPE; 'Chesarek, William Dr.'; 'Courtney, Richard 7A'; 'Desmond, Kennedy USMA'; 'Gilmore, Bethena'; Goodman, Sylvia Ms MDW; Goodpasture, Brenda J, PERSCOM; Halterman, Jim ARNG; Helmerson, Ellen M Ms USAMAA; 'Hess, Gary'; 'Hutchison, Rosemary AMC'; 'Johnson, Keith CIDC'; 'Karstensen, Stephen'; 'King, Virginia MTMC'; Leeds, Chris - USAFMSA; 'Leonard, Roger'; Losey, Ed Mr HQ INSCOM; Masi, Ralph J COL DAPE; Turner, Tony Mr RS-W; 'Vilcoq, Paul USARC'
Subject: FW: Contractor Manpower Reporting Rules (32CFR668 and AFARS Subpart 4.9)

In reference to our earlier note on reporting contractor manpower, the concerns outlined below, email of 27 March 01, were introduced into the planning process. Further coordination at HQDA indicated that as of a 4 April 2001 meeting with the Acting Secretary of the Army, the guidance is to proceed with the reporting, accounting and documentation as outlined in the earlier e-mail and HQDA Memo, DAMO-FDZ (71), 2 April 2001, Subject: Contractor Manpower Reporting Requirement. Request the continued support and coordination of all addressees on this effort to support the analytical needs to develop total force requirements and TDA CENDOC. The web site is now available. thanks

v/r croall

-----Original Message-----

From: Oscar, Kenneth Dr SAALT
Sent: Tuesday, March 27, 2001 10:33 AM
To: PARC
Subject: Contractor Manpower Reporting Rules(32CFR668 and AFARS Subpart 4.9)

It has been brought to my attention by OMB and OSD that there were significant technical errors and insufficient public comment associated with subject rules, both in the rule-making process and implementation phases. Due to these facts I wanted to let you know that meetings are being held with OMB, OSD and with the acting Secretary of the Army which

may result in a stay of the final rule published 26 Dec 00 (65 FR 81357) and the interim rule, published 15 Mar 00 (65 FR 13906). I will let you know as soon as a decision is made.

Contractor Manpower Reporting Requirement

References:

- a. Memorandum, VCSA, 19 October 2000, subject: Reporting Contractor Manpower Equivalents (CME) for Contractor Services in Support of Operating and Generating Forces.
- b. Army Interim Rule, Report on Use of Employees of Non-Federal Entities to Provide Services to the Department of the Army, 65 Federal Register 13906-13911 (March 15, 2000).
- c. Army Final Rule, Report on Use of Employees of Non-Federal Entities to Provide Services to the Department of the Army, 65 Federal Register 81357-81362 (December 26, 2000) (codified in 32 Code of Federal Regulations Part 668).
- d. Memorandum, SAAL-ZP, 9 January 2001, subject: AFARS Implementation of Final Rule on 32 CFR 668 (Contractor Manpower Reporting Requirement).
- e. Memorandum, DAMO-FMZ (71), 2 April 2001, Subject: Contractor Manpower Reporting Requirement.

The references a through c established policy for reporting specific information on all service and research and development (R&D) contracts in support of the Army. Reference d established a process for implementing this reporting requirement within contracting offices by including the task to report contractor manpower and cost information in all newly issued and bi-laterally modified service/R&D contracts. As indicated by reference e, this memorandum establishes a process for implementing this reporting/accounting within Army requiring activities.

An accurate accounting of contractor manpower levels and funding information in terms of function performed and Army organization supported is an Army requirement needed for Total Army Analysis (TAA) and CENDOC. All Army organizations receiving contracted services (as defined in above references) should insure the requirement to report this information is a deliverable specified by their contracts. The Army data collection website is at <https://contractormanpower.us.army.mil>. As indicated in the above references, contractor administrative costs are expected to be minimal/none. However, if contractors provide reasonable claims for reporting costs, contracting officials should consider them.

As pointed out in reference e, there is a shortfall of \$15 billion in contract services that has not yet been reported for fiscal year 2000 contract actions to provide a complete baseline for CENDOC and TAA deliberations this summer 2001. DA cutoff date for this accounting is 15 May 2001 based on actions to complete Command Plan FY03, lock the Force and prepare the TAA database. There is concern that information

reported after that date will be difficult to integrate in the CENDOC baselines and preliminary analyses for TAA. Nevertheless, organizations need to continue to provide the requested data until full accounting has been achieved. Exceptions or modifications to this reporting requirement must be requested, through command channels, through MACOM Headquarters, to HQDA for final review by the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs). Progress in accomplishing this reporting requirement may be viewed at the TAA link: <https://contractormanpower.us.army.mil>.

HOW TO OBTAIN STATUS OF CONTRACTOR MANPOWER REPORTING VIA THE AUTOMATED REPORTING SYSTEM

1. Access the secure website at: <https://contractormanpower.us.army.mil>.
2. Divert to the Total Army Analysis (TAA) link. This link does not require a password. This link will be available after 3 April 2001.
3. Select specific major command (MACOM) and installation. Press "*VIEW CONTRACTOR REPORTING STATUS*" link. (This will summarize what contracts have been reported and what contracts have not been reported under the MACOM where the contracting office awarding the contract is located.)
4. This provides an update to the previous TDA CENDOC LOI on documenting contractor manpower equivalents.



DEPARTMENT OF THE ARMY
OFFICE OF THE
DEPUTY CHIEF OF STAFF FOR OPERATION AND PLANS
400 ARMY PENTAGON
WASHINGTON DC 20310-0400



DAMO-FMZ (71)

02 APR 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contractor Manpower Reporting Requirement

1. Reference Memorandum, VCSA, 19 October 2000, subject: Reporting Contractor Manpower Equivalents (CME) for Contractor Services in Support of Operating and Generating Forces.
2. Last October, the VCSA strongly endorsed this concept and solicited your assistance in supporting this important effort. To date our progress has been slow, with approximately \$5 billion of roughly \$20 billion in contracts being reported. This level of reporting is not sufficient to support the analytical needs we have for developing our force requirements.
3. I need your assistance to ensure that we accurately and completely capture this component of your work force. If a particular contractor's reporting is problematic or sluggish, your contracting offices or other requiring authorities can directly input requisite contract data into the system to ensure that your contractor workforce is reported. My intent is for this system to serve as the basis for the contractor manyear equivalents that will be documented in official manpower documents (CENDOC TDA) and used for resourcing decisions. If this contractor requirement is understated, it may affect your total MACOM resources.
4. Status on your MACOM can be obtained via the automated contractor manpower reporting website. I will send separate instructions to your principal contracting and resource management staff electronically on accessing the specific data.
5. This is an important pilot program for the Department of Defense and has strong Congressional interest. Request your support in ensuring that your contract data is accurate and complete.

RAYMOND T. ODIERNO
Brigadier General, GS
Director, Force Management

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DAMO-FMZ (71)
SUBJECT: Contractor Manpower Reporting Requirement

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